

# HOW-TO: ADOPT-A-LIGHT



**PURPOSE:** To encourage employees to turn off unnecessary **common area** lights to conserve energy.

Employees can assume responsibility for turning off the lights in common areas (break rooms, copy rooms, halls, etc.) by signing up to "Adopt-A-Light." The employees that adopt a switch can be entered into a raffle for a prize, like vacation time!

- Step 1. Acquire management level support.
- Step 2. *Optional*, select campaign team to help with campaign administration.
- Step 3. Consider incentive to raffle off for participation (ex. vacation days)
- Step 3. *Optional*: identify which lights each light switch controls
  - ◇ Post blueprint or layout of the floor above the light switch, highlight areas that the light switch controls
- Step 4. Post Adopt-a-Light signs above each light switch in common areas
  - ◇ PDF of Sign is available on the website.
- Step 5. Email coworkers with instructions and rewards for adopting light (*see "Email Communication" for example email content*)
- Step 6. Compile names of Adopt-a-Light volunteers, enter names into prize raffle
- Step 7. Share results with coworkers (*see "Email Communication"*)
  - ◇ Were goals met?
  - ◇ Recognize high performers

## **Measuring Success** (*optional but encouraged*)

- ◇ Prior to campaign roll-out, conduct a baseline audit
  - ◇ Obtain blueprint or layout of workspace
  - ◇ Walk through marking workspaces/common areas that have lights on
    - ◇ Conduct after business hours—request security escort to gain access to all areas
    - ◇ Conduct another daytime audit—repeat walk through after 15 minutes to see if occupants have returned to those spaces marked unoccupied with lights on
- ◇ Set goals in regards to behavior
- ◇ Conduct follow-up audits following campaign conclusion (1 week, 1 month, 6 months)
  - ◇ Was the goal met?
  - ◇ Is the behavior being maintained long term?

**Sign up to**

**ADOPT this Light**

**and you could **WIN****

**a vacation day!**

  
  
  
  
  

(Must print legibly to be entered in vacation day raffle).

By Adopting-a-Light you've committed to:

Turn off this light when you notice this area is not being used

OR

Turn off this light on your way out at the end of the day

For more information, please contact:

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